

# C E A

## C A R E E R   E X E C U T I V E   A S S I G N M E N T

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## EXAMINATION ANNOUNCEMENT

**Department:** SECRETARY OF STATE

**Position Title:** CHIEF, LEGISLATIVE AND CONSTITUENT SERVICES

**Final File Date:** FEBRUARY 7, 2007

**Level:** 2

**Salary Range:** \$7,558 – \$8,333

### Duties and Responsibilities:

Under the general direction of the Secretary of State, the Chief, Legislative and Constituent Services is responsible for the following:

- Directs the Legislative Program of the Secretary of State; develops the agency's legislative agenda; monitors State and congressional legislative proposals.
- Directs the Constituent Services Program; responds to inquiries from the press regarding Secretary of State programs and activities; conducts outreach services.
- As a member of the Administration, establishes and implements comprehensive policies and procedures in its conduct with constituencies including legislative entities; identifies strategies and formulates policy positions on major agency issues impacting the legislative program.
- Sets policy priorities and resolves policy issues with legislative and constituent services programs with external entities.
- Provides oral and written testimony to the Legislature and Congress regarding the Secretary of State's policies and programs.

### Minimum Qualifications:

Applicants must meet the following minimum qualifications:

#### Either I

Must be a civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

**CEA EXAMINATION**  
**CHIEF, LEGISLATIVE AND CONSTITUENT SERVICES**  
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Also, applicants must satisfy the following minimum qualifications:

- A. Ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities
  - 1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development, personnel management techniques, the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet such objectives.
  - 2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze sensitive and complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's affirmative action objectives.
- B. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
- C. Where highly technical professional qualifications are of primary importance in performing the duties of a given C.E.A. position, then the above-required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy and method of providing those professional services.

**Examination Information:**

The examination process will consist of a Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate education and experience as it relates to the "Evaluation Criteria" listed below. The evaluation will constitute 100% of the candidate's score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All applicants will be notified of the results of this examination.

Hiring interviews may be conducted with only the most qualified candidates if it is deemed necessary to make a selection.

The results of this examination may be used to fill subsequent vacancies provided that: The vacancy occurs within the next 12 months; the vacancy is in this or a closely related area/specialty; the level of the vacancy is at or below that which is being tested; or a new examination may be scheduled.

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**Evaluation Criteria:**

The Statement of Qualifications must indicate total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. The statement shall be no more than two pages in length and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position. Factors that will be utilized in the evaluation are:

1. Knowledge of the Secretary of State's programs.
2. Knowledge and expertise in matters related to legislation and constituent proposals.
3. Demonstrated ability to develop and implement objectives related to legislative proposals.
4. Administrative experience dealing with members of the Legislature, high-level governmental officials, the media, and the public.
5. Knowledge of the principles and techniques of establishing good public relations.
6. Strong management and leadership skills and the demonstrated ability to function effectively as a member of a top management team.
7. Solid communication skills and the ability to effectively represent SOS before a wide range of audiences

**Statement of Qualifications:**

A Resume is optional and **DOES NOT** take the place of the Statement of Qualifications. Application packets received without a clearly titled Statement of Qualifications will be eliminated from the entire examination process.

**Filing Instructions:**

All interested applicants must submit:

- A signed standard state application (Form 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Evaluation Criteria.

All materials should be submitted to:

Secretary of State  
ATTN: Michael Green  
1500 - 11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814

Application packets must be postmarked **no later than** the final file date of **February 7, 2007**. Application packets personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Please include the names and telephone numbers of at least two references. Questions concerning this examination should be directed to Michael Green, Human Resources Analyst at (916) 653-6354.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (telephone) Service for the Deaf or Hearing Impaired:  
For TDD phones 1-800-735-2929  
For voice phones 1-800-735-2922